

Your Fairfield County Auditor's Office:  
**JUST THE FACTS**



## How to Make Address Changes

### Auditor's Real Estate Office

#### Mailing Address Changes

A request to change a mailing address can be made by visiting <https://realestate.co.fairfield.oh.us/> and accessing the report for the property associated with the change. Once at the report page, property owners can click on the red link under the "Owner Information" tab.

Property owners will need to fill out information for mailing address, name of the requestor, phone number of the requestor, email address for the requestor, and the relationship to the property owner.

Once the request is submitted, the office is notified of the change and will proceed with updating the records accordingly. Previously, address changes were requested by calling the office to have the information changed. A press release, including a tutorial can be found here:

<https://bit.ly/REAddressChange>.

#### Questions Regarding Site Addresses

If there is a question regarding a *site* address (e.g. house number), please use the form mentioned above. The Auditor's Office may need to contact you or the Engineer's Office for further clarification.

### Treasurer's Office – Tax Bills

Please keep the Treasurer's office advised when you move, change lenders, or desire your **tax bill** to go to a different address using the MAIL MAINTENANCE REQUEST FORM (found here: <https://bit.ly/MMRF>). \*

Return it to:

**James N. Bahnsen**  
**Fairfield County Treasurer**  
**210 E Main St. Rm. 105**  
**Lancaster, OH 43130**

Or via email to: [macie.beaty@fairfieldcountyohio.gov](mailto:macie.beaty@fairfieldcountyohio.gov)

Please note: If you have multiple Parcel ID numbers for which you want the mailing address changed, please list them all on the form. You do not need to fill out separate forms for each parcel number.

\*According to the Ohio Revised Code 323.13: "Failure to receive any bill required by this section does not excuse failure or delay to pay any taxes shown on such bill or, except as provided in division (B)(1) of section 5715.39 of the Revised Code, avoid any penalty, interest, or charge for such delay."

#### CONTACT US!

Settlements/Admin – (740) 652-7020 • Real Estate - (740) 652-7030

[co.fairfield.oh.us/auditor](http://co.fairfield.oh.us/auditor) • FairCoAuditor • FairfieldCountyAuditor • FairCoAuditor • fairfield-county-auditor